



Virginia Department of Emergency Management

Training, Education, and Exercise Division

Instructions: Complete this form to request support for an exercise. Requests for exercise support from a local jurisdiction or agency require the review and approval of the VDEM State Exercise Officer and Chief Regional Coordinator or his/her designee. Please send this completed and signed request to Lauren Opett, VDEM State Exercise Officer, lauren.opett@vdem.virginia.gov.

Requestor's Name:

Agency/Organization:

Phone:

Email:

Address:

Type of exercise (i.e. drill, tabletop exercise, functional, full scale):

Hazard type (i.e. active shooter, natural disaster, hazmat):

Mission area (prevention, protection, mitigation, response, and recovery):

Tentative date for conduct:

Tentative location(s) for conduct:

Estimated scope of participation (i.e. emergency management, law enforcement, fire-rescue, etc.):

Describe the need for this exercise:

Anticipated number of participants:

Describe level of support requested from VDEM:

Requests for exercise support from VDEM for a particular locality, jurisdiction, or organization in Virginia must be supported by the VDEM State Exercise Officer (SEO) and Chief Regional Coordinator (CRC).

SEO Name:

SEO's signature:

Date:

Requestor's Signature:

Date:

CRC Name:

CRC's Signature:

Date: